2019 Tennessee Conference on Volunteerism and Service-Learning Call For Proposals Information

The Tennessee Conference on Volunteerism and Service-Learning aims to increase service and volunteerism across Tennessee, and provide opportunities for participants to collaborate to address needs and utilize service as a vehicle for change.

The Call For Proposals will open on August 15, 2018. The outline below is intended to help you plan and prepare a workshop.

Conference Details:
> February 10-12, 2019
> Franklin Marriott Cool Springs
> 700 Cool Springs Boulevard, Franklin, TN 37067

Conference Audience:
Conference participants are service leaders from across Tennessee, including but not limited to:
- Non-Profit and Volunteer Management Professionals
- National Service Programs
- Service-Learning Practitioners and Students
- Government Leaders
- Students
- Corporate Social Responsibility professionals

Presenter Benefits:
- The lead presenter for each selected workshop will receive complimentary registration to the conference.
- Conference presenters will have additional opportunities to promote their topic, through ServeInDEED, the Tennessee Journal of Service-Learning and Volunteerism. Submission guidelines will be sent to selected presenters

Conference Session Details:
Typical Session Attendance: 15-30 attendees

Session times: There are three offered session time limits:
- Standard Workshop: One hour and fifteen minutes (Monday and Tuesday)
- Higher Education Faculty Track: Forty-five minutes (Monday and Tuesday)

- For student track presenters: Thirty-five minutes (Sunday and Monday)

<u>Session Setup:</u> Each workshop room will be set theatre style with an LCD projector with screen and flipchart and markers. Presenters must provide their own laptops, and copies of any session handouts/activities.

Workshop Topics:
The conference seeks proposals for high-caliber, innovative, and interactive workshops or panels addressing the following topics:
- Volunteer Management- Demonstrate best practices and innovative new methods to grow and strengthen an organization's volunteer program.
- Service as a Solution- Identify how service builds and strengthens communities, fostering growth and economic opportunity.
- Service-Learning and Civic Leadership- Demonstrate how to build leadership skills of the service participants. Best practices, innovations of service-learning both in academic settings and in other volunteer programs
- Organizational Capacity Building- Methods to bolster organizational effectiveness.

Special Conference Tracks:
<u>TN-SLC Higher Education Faculty Track:</u> Volunteer Tennessee, in partnership with the Tennessee Service-Learning Consortium (TN-SLC), will offer a Higher Education Faculty Track at the 2019 Conference. This track will include informative presentations by Higher Ed Faculty members targeted to college and university participants committed to promoting active citizenship as an aim of higher education. These sessions will be reviewed and selected by the TN-SLC review committee.

<u>Student Track:</u> Planned by and for youth from Tennessee as a space that students can engage and connect about volunteerism, service-learning, and community engagement. Student Track sessions taking place on Sunday, February 10 will be for student attendees only.
Interactive, hands-on workshops or service projects led by middle, high school, and college students will be selected by the Student Track Planning Committee. On Monday the track will be part of the larger conference, allowing any conference participants to attend.

Workshop Selection Criteria:
The Workshop Review Committee will review and select conference workshop sessions. For standard workshops, including hands-on activities, opportunities for dialogue, or small group activities is preferred. See the criteria exceptions for the TN-SLC Faculty Track below.

<u>Proposals are reviewed by the following criteria:</u>
- Detailed Agenda
- Workshop Objectives
- Presentation Methods: Opportunities for Interaction* (**This criteria does not apply to Higher Education Faculty Track proposals.)**
- Presentation Methods: Time for Reflection (**This criteria does not apply to Higher Education Faculty Track proposals.** *For all other service-learning workshops, the committee expects agendas will include time for reflection, as well as the essential elements of quality service-learning. Including time for attendees to engage in discussion or a Q&A period is recommended for all workshops.*)
- Audience Appeal
- Experience with Subject Matter

- Workshop Track: Content is Clearly Aligned With Selected Track

* For all tracks, informative sessions that are not interactive will also be considered.

Review the Workshop Scoring Rubric here. Please also review our "Tips and Best Practices for Conference Proposal Submissions"

Submitting Proposals:

All session proposals must be submitted through the online form that will be available August 15, 2018. You are strongly advised to save the information requested in a word document first and then cut/paste the information into the web form.

Submission deadline: The deadline to submit proposals will be October 15, 2018.

Proposal Requirements:

- **Workshop Title:** *(*15 word limit) As you wish it to appear in conference program. The title should give a clear idea of the session's topic/theme.
- **Abstract:** *(*150 word limit) As you wish it to appear in conference program.The Workshop Abstract should give an overall summary of your workshop*.*
- **Workshop Track:** Select topic or track your workshop is appropriate for. You may select multiple tracks if your presentation overlaps topics.
- **Workshop Level:** (Introductory, Intermediate, Advanced)
- **Institutional Type (For Faculty Track Workshops):** (Two Year, Four Year, Public,or Private)
- **Detailed Outline:** The following information must be submitted with all proposal submissions (File upload, 500 words maximum):
    - Detailed agenda (for panel discussion workshops, include panel members and bio/expertise). Include a timeframe.
    - Clearly defined learning objectives/skills/knowledge participants will take away from the session.
    - Presentation methods and opportunities for participant interaction and reflection
    - Explain if this presentation is new or if it has been given before and to what audience
    - List any reference materials/handouts that participants will receive after the session

TCVSL Workshops Should:

- Have clear learning goals, key takeaways, and objectives
- Demonstrate clear depth of knowledge
- Ensure that there is adequate time for question and discussion
- Ensure the representation of diverse viewpoints concerning the topic
- Include original content, not just content that adds to an already existing dialogue
- Target an audience and audience level
- Provide reference materials participants can read or consult after the session.

For any questions related to submitting a proposal email
Volunteer.Tennessee@tn.gov